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**From:** Danforth, Deborah (DPH)  
**Sent:** Thursday, December 07, 2006 11:00 AM  
**To:** DPH-DL - CDC-Purchase Reviewers  
**Subject:** Online Ordering for Fisher  
**Attachments:** fisher web 3.xls

**Importance:** High

**I NEED TO MAKE YOU ALL AWARE THAT INSTEAD OF ENTER YOU LAST NAME FIRST YOU NEED TO ENTER YOUR FIRST NAME THEN YOUR LAST NAME. THE PASSWORD MUST BE IN LOWER CASE LETTERS**

Attached is a list of names. All the names on this list have been set up to enter orders online with Fisher. Once you submit the order you will need to enter a PO request in the purchasing system. There is no need to enter each line item. Make sure you print the order from the Fisher site and enter one line in the purchasing system referencing the order number from your Fisher printout. You need to send a copy of the Fisher printout to Sydney Fuller who will then go in and approve the order for release.

If there are others who need to be set up please email me their full name and phone number and I will set them up. If you have any questions please call me.